

 جامعة الإمارات العربية المتحدة United Arab Emirates University  	<b>Admissions and Enrollment Policies Manual</b>	Policy Number	AE-02
		Effective Date	02-Mar-2014
	<b>Subject</b> Undergraduate Admissions	Most Recent Review Date	01-Dec-2013
	<b>Responsible Office:</b> DVC for Students Affairs & Enrollment	Due Date for Next Review	01-Sep-2016
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## 2. Undergraduate Admissions

### Overview

Covers policies and procedures relating to:

1. The admission of undergraduate students, including the application for admission, transfer admission, readmission, admission with advanced standing, and
2. Student identification cards and campus access for admitted students.

### Scope

Applies to all undergraduate students and all academic and related administrative units of the UAEU, except those in the College of Medicine and Health Sciences.

### Objective

Assures that the student admission function of the University

1. Is conducted in a manner that is consistent with the academic principles, standards, and expectations of the University appropriate to its educational mission and academic programs; and that it
2. Operates with fairness, consistency, integrity and effectiveness.

### Policy

1. The University sets all requirements and standards for admission to the University within the context of applicable general requirements established by the University Council.
2. Priority among academically qualified applicants will be given to Emirati citizens. Qualified international students will be considered for admission, subject to capacity and current policies of the UAE University.
3. The University issues and announces the requirement for admission and documentation annually.
4. All individuals seeking admission or readmission or transfer admission must submit a UAE University application for admission as described in the Admission Policy.
5. Offers of admission made on an early or rolling basis are conditional, subject to verification of final documentation and eligibility.
6. As the University's capacity to accept students may be constrained by resources and other factors, applicants are not guaranteed an offer of admission, even if they meet the published requirements and minimum standards for admission.
7. Admission to the University is selective and competitive based upon the applicant's credentials and the instructional capacity of the University.

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## Procedures of Policy No. (2) - Undergraduate Admissions

### 1. Initial Admission to the University

- a) Initial admission to the University is to a particular College. However, a student may be required to complete the University Foundation Program before progressing to his/her intended degree program. Subsequent entry to the degree program is contingent upon:
  - (i) Completion of all applicable Foundation Program requirements and proficiencies;
  - (ii) Acceptable student conduct and academic performance;
  - (iii) Meeting all College requirements for the intended major; and
  - (iv) The available instructional capacity in the College.
- b) Students who have satisfied all Foundation Program requirements may proceed directly to the College.
- c) Students are admitted to the University for a specific academic semester and are expected to register in that semester.
- d) Students who do not register for classes in the academic semester for which they have been admitted will have their admission cancelled.

### 2. Undergraduate Admissions by External Transfer

External transfer students may apply for admission to UAEU within the framework of the general admission policies of the University.

- a) Students from the Higher Colleges of Technology (HCT) and Zayed University (ZU) who have met the requirements for enrollment in a degree program in those institutions may apply for transfer, contingent upon the following:
  - (i) The student must be in Good Academic Standing.
  - (ii) The student must satisfy the minimum level of English proficiency, as demonstrated by IELTS Academic Module Overall 5.0 or equivalent.
  - (iii) There is sufficient instructional capacity in the relevant College/program.
- b) Students from other institutions of higher education within UAE or outside, that are approved by the UAE Ministry of Higher Education and Scientific Research, may apply for transfer contingent upon the following:
  - (i) The student must be in Good Academic Standing.
  - (ii) The students must have completed at least 12 credit hours or have completed successfully at least two regular academic semesters.
  - (iii) The student must satisfy the minimum level of English proficiency, as demonstrated by IELTS Academic Module Overall 5.0 or equivalent.
  - (iv) There is sufficient instructional capacity in the relevant College/program.
- c) Credits accepted for transfer to the University will be determined by the Colleges, according to recognized professional standards and approved articulation agreements, and subject to the following conditions:
  - (i) Only those courses taken at another institution in which the final grade is C- or higher will be considered for UAEU degree credit.
  - (ii) All credits accepted for transfer will be converted to semester credit hours.
  - (iii) Credit hours transferred from institutions operating on an academic quarter system will receive two (2) semester-hours of credit for each three (3) quarter-hours of credit.

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- (iv) Credit hours transferred from institutions operating on other non-semester systems will be converted according to guidelines defined by the Enrolment Deanship and the Dean of the College.
- (v) Credits accepted for transfer to UAEU should satisfy specific degree program requirements and not to exceed 25% of the total credit hours of the degree program.
- (vi) The receiving Academic College will determine the degree applicability of external transfer credit.
- (vii) Grades of the transferred credits will not be calculated or included in the GPA.

### 3. Application for Admission

- a) All prospective students must complete the application that is specific to the requested college and submit the full official documentation required for admission; no person may be admitted to the University without submission of the complete official documentation.
- b) Falsification of an application for admission and/or any required documentation will be considered major academic misconduct and the applicant will be denied admission. In the event that falsification is discovered after the student has been admitted and/or enrolled, the student will be dismissed from the University and will not be considered for readmission.
- c) Provision of all required documentation in support of the application is the responsibility of the applicant. Failure to submit the application and required documentation by the applicable deadlines may result in the denial, cancellation, or deferral of admission.
- d) For applicants who apply through the Admission Office, the University will determine the validity, content, meaning, and equivalence of all academic credentials with respect to University admission policy requirements.
- e) The University reserves the right to require supplemental documentation and/or independent verification of the applicant's qualifications for admission.
- f) All applicants for admission at the University should specify on their application if they authorize the University to release their academic and/or directory information to third parties.

### 4. Readmission

Students who withdraw or leave the University during the course of an academic semester (Fall/Spring and Summer Semester) or break their continuous enrollment in regular academic semesters may apply for readmission, contingent upon the following:

- a) The student should be in Good Academic Standing.
- b) The student should apply for readmission within three years from the beginning of the first academic semester of the break in registration.
- c) The student should not be dismissed from the University due to academic or disciplinary reasons.
- d) Readmission to the University is not guaranteed, and readmission is normally permitted only once.

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## 5. Admission with Advanced Standing

- Entering undergraduate students may earn credit towards University degree courses or other degree requirements on the basis of examination scores on internationally recognized college entrance examinations and various other enhanced instructional programs in secondary schools such as the Advanced Placement (AP), the International Baccalaureate (IB) program, and others approved by the University.
- Specific course equivalencies, minimum examination scores, applicable credit hours, and eligibility requirements are decided by the Enrollment Deanship in consultation with the relevant Deans.

## 6. Student Identification Cards

- Upon admission to UAEU, all students will receive an official Student Identification (ID) Card for use while an active student at UAEU. Students are required to present their Student ID Card to secure various University services, for admission to final examinations, for campus access, and for other purposes, and students must present their Student ID Card to University officials upon request.
- The Student ID Card is the property of UAEU, and a student must return his/her Student ID to the University upon graduation or any other cessation of active enrollment for whatever reason.
- Lost or stolen Student ID cards must be reported promptly to the Enrollment Deanship. A replacement Student ID card will be obtained for a fee.
- Where Student ID cards are used for physical access to the University campus, access permission will be activated, deactivated, or otherwise modified according to changes in the student's enrollment status.
- Unauthorized possession or use of a Student ID Card is a violation of University regulations and may subject the person(s) involved to appropriate disciplinary procedures.